



# SAFETY ADVISOR

NOVEMBER 2017

KEEP  
RIGHT  
EXCEPT  
TO PASS

## PERSONAL RESPONSIBILITY

**“The willingness to accept responsibility for one’s own life is the source from which self-respect springs.” - Joan Didion**

Personal responsibility is taking responsibility for your actions, accepting the consequences that come from those actions, and understanding that what you do impacts those around you.

When we take responsibility, we admit we are the ones responsible for the choices we make. We, not other people or events, are responsible for the way we think and feel. It is our life, and we are in charge of it. We are free to enjoy it or disdain it. No, we are not responsible for all that happens to us, but we are responsible for how we think, feel, and act both before and after things happen.

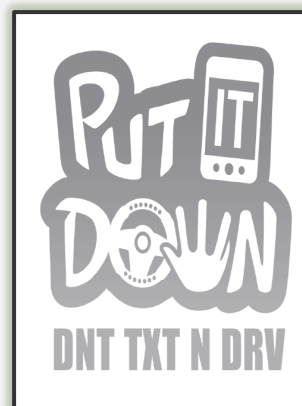
Many people associate responsibility with duty and obligations, which, in turn, are often thought of as burdens. But personal responsibility is not a burden, it is a blessing. This becomes clear when we understand that personal responsibility is nothing more than the freedom to create our own lives.

Personal responsibility is about you and the choices you make. Are the choices you make safe and healthy choices? Do you pay attention to where you are walking and whether the floors are wet or dry? Do you clean up spills, whether you created them or not? Do you take your time when you do things – whether it is as an operator of a forklift, sitting at a computer all day, cleaning house, running errands, or chasing after your kids? Being in a hurry and complacency are two major obstacles to being safe. If we run down the stairs 100 times without falling, we run the risk of becoming complacent, fail to recognize the risks of such behavior, and continue to do the same thing in the same unsafe manner. Be cognizant of your surroundings and the actions you take; take the time to make the right and safe choices. Take responsibility for yourself and your actions.

**“Accept responsibility for your life. Know that it is you who will get you where you want to go, no one else.” - Les Brown**

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# VETERANS DAY

IN THE HEARTS OF THE PEOPLE  
FOR WHOM HE SAVED THE UNION  
THE MEMORY OF ABRAHAM LINCOLN  
IS ENSHRINED FOREVER

## November 11, 2017



*"To care for him who shall have borne the battle..."*

ABRAHAM LINCOLN



[www.va.gov](http://www.va.gov)





## **Feel it in your bones: Be aware of ergonomic hazards at work!**

There's more to ergonomics than getting a good office chair. Workers in all industries are vulnerable to injury due to poor ergonomics and repetitive stress on the body. These injuries may not be fatal, but they can result in chronic injury, missed days of work, and reduced productivity. Take a proactive approach to ergonomics in the workplace. Identify the risks in your daily routine, and take steps to alleviate stresses on the body.

### **Ergonomic Risks:**

- ♦ Carpal Tunnel Syndrome, due to inadequate wrist support at computers and repetitive motion.
- ♦ Back strain, due to inadequate seating support, long hours standing on hard surfaces, and heavy lifting.
- ♦ Eye strain due to harsh or poor lighting, computer glare, and monitor distance.

### **Tips for Prevention:**

- ♦ At your desk, take time to adjust your chair, keyboard, and monitor to suit you. Your chair should have good back support; keyboard should be placed so wrists are in a neutral position; computer monitor should be at or slightly below eye level.
- ♦ Prevent eyestrain by avoiding glare. Use matte finishes or indirect lighting, and have regular eye exams.



- ♦ If seated for long periods of time, shift your posture regularly; take short breaks to get up and move around.
- ♦ If your job requires you to stand for long hours on hard surfaces, request anti-fatigue mats to relieve the strain on feet, legs, and backs.
- ♦ Practice proper lifting techniques, and use trucks, carts, or dollies whenever possible to avoid strain on your body.
- ♦ Choose power tools over manual tools whenever possible, the next best solution is hand tools with cushioned grips.
- ♦ Avoid repetitive motion injuries by using task rotation, short breaks, vary the pace, and even job rotation to reduce stresses through repetition.

For additional information and other safety topics, visit; <http://www.nsc.org/>

## **Plan to Prevent Slips, Trips, and Falls**

OSHA says that slips, trips, and falls account for the majority of general industry accidents. That adds up to a lot of injuries every year, and even some deaths when falls from heights are involved.

In most workplaces a variety of slip, trip, and fall hazards can develop during the course of a workday or workweek:

- ◆ Wet spots
- ◆ Grease
- ◆ Polished floors
- ◆ Loose flooring or carpeting
- ◆ Uneven walking surfaces
- ◆ Clutter
- ◆ Electrical cords
- ◆ Open desk drawers and filing cabinets
- ◆ Damaged ladder steps

The controls needed to prevent these hazards are usually obvious, OSHA points out, but are too often ignored. Let's look at some of those controls for slips, trips, and falls prevention.

### **Working Surfaces—Housekeeping**

All Department employees should adhere to the following requirements to keep working surfaces clear of tripping and other hazards:

- ◆ Keep work areas clean and orderly.
- ◆ Maintain aisles and other walkways clear of trip hazards, like cartons, stored materials, tools, etc.
- ◆ Pick up fallen items from the floor.
- ◆ Keep walking surfaces dry.
- ◆ Post warning signs for wet floor areas.
- ◆ Use nonslip footwear to decrease slip and fall hazards in areas that are frequently wet.
- ◆ Report or clean up spills immediately.
- ◆ Clean only one side of a passageway at a time.
- ◆ Use only properly maintained ladders to reach items. Do not use stools, chairs, or boxes as substitutes for ladders.
- ◆ Safely store scrap, debris, and waste, and promptly remove them from the worksite.

### **Walkways**

We should implement measures for aisles and passageways such as these in all work areas:

- ◆ Provide adequate lighting for work areas, halls, and stairwells.
- ◆ Ensure aisles and passageways are kept clear and marked as appropriate.
- ◆ Provide secure handrails on all stairs.
- ◆ Use no-skid waxes and surfaces coated with grit to create nonslip surfaces in slippery areas such as toilet and shower areas.
- ◆ Cover wet surfaces with nonslip materials such as rubber mats by entryways on wet days.
- ◆ Re-lay or stretch carpets that bulge or have become bunched to prevent tripping hazards.
- ◆ Repair holes, cracks, and other damage to floors, sidewalks, or other walking surfaces. Cover these hazards or otherwise make them safe until proper repairs can be made.
- ◆ Ensure safe clearance for walking in aisles, and provide adequate headroom for the entire length of any aisle or walkway.
- ◆ Provide standard guardrails wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground.
- ◆ Clearly identify changes of direction or elevations.

### **Elevated Surfaces**

The following measures should be implemented for work on elevated surfaces:

- ◆ Post signs, where appropriate, showing the elevated surface load capacity.
- ◆ Provide permanent means of access and exit to elevated storage and work surfaces.
- ◆ Make sure to always stack, rack, or pile materials on elevated surfaces in a manner to prevent it from becoming trip and fall hazards.
- ◆ Provide dock boards or bridge plates for transferring materials between loading docks and trucks.

**Blr.com**

# FALL BACK-TIME FOR A CHANGE



## *When we change our clocks...*

- ♦ Time reverts to standard time at 2 a.m. on the first Sunday of November. In the U.S., each time zone switches at a different time.
- ♦ Twice a year, when Daylight Saving Time begins or ends, make it a habit to not only change your clocks, but do a few other semi-annual tasks that will improve safety in your home... Do these things every 6 months when you reset your clocks:
- ♦ Check and replace the batteries in your smoke and carbon monoxide (CO) alarms. Replace any smoke alarms older than ten years. Replace any CO alarms older than five years.
- ♦ Prepare a disaster supply kit for your house (water, food, flashlights, batteries, blankets). Once you've created your home disaster kit, use the semi-annual time change to check its contents (including testing/replacing flashlight batteries).
- ♦ Make a "car-emergency kit" now and put it in your vehicle! It's a good idea to carry a car-emergency kit in your car year-round, but be sure to add seasonal weather gear to your general car-emergency kit each fall or spring. (Having a separate duffle/gear bag clearly marked "Cold or Hot Gear" specifically for your weather emergency gear makes it easy to add or take out of the car, seasonally.) Like a Boy Scout, "Be Prepared!" In cold or hot weather, even a very minor car problem or flat tire can be deadly serious, or at the very least, miserable to deal with, unless you're well prepared.
- ♦ Check home and outbuilding storage areas for hazardous materials. Discard (properly, please) any which are outdated, no longer used, or in poor condition. Move any which are within reach of kids or pets.
- ♦ Check and discard expired medications-those dates really DO have meaning-some very common over-the-counter medications can cause serious problems due to change through aging.

<http://www.associatedcontent.com>



*Every year, on the third Thursday of November, smokers across the nation take part in the American Cancer Society Great American Smokeout event. Encourage someone you know to use the date to make a plan to quit, or plan in advance and then quit smoking that day. By quitting – even for 1 day – smokers will be taking an important step toward a healthier life and reducing their cancer risk.*

## OSHA Compliance Guidance



The employee emergency plan and fire prevention plans in 29 CFR [1910.38(e)] requires training for persons designated to assist in the safe and orderly emergency evacuation of employees. Evacuation techniques could be included as part of this training.

### 29 CFR [1910.38]

- (a) *Application.* An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.
- (b) *Written and oral emergency action plans.* An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.
- (c) *Minimum elements of an emergency action plan.* An emergency action plan must include at a minimum:
  - (1) Procedures for reporting a fire or other emergency;
  - (2) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
  - (3) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
  - (4) Procedures to account for all employees after evacuation;
  - (5) Procedures to be followed by employees performing rescue or medical duties; and
  - (6) The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.
- (d) *Employee alarm system.* An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.
- (e) *Training.* An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.
- (f) *Review of emergency action plan.* An employer must review the emergency action plan with each employee covered by the plan:
  - (1) When the plan is developed or the employee is assigned initially to a job;
  - (2) When the employee's responsibilities under the plan change; and
  - (3) When the plan is changed.

# Word Search Puzzle

T S S Z P V R P F N N O H P H H T T M X  
 D H J N P R G E O A C L E R O O F U W I  
 E O A N O K O I T C L R T O L U S O N W  
 F O W N G I T C U S S L I V I S B E E K  
 U S B A K N T P E O A A S W D E M K M B  
 B H K C E S A A N D R S G B A K P O E Z  
 E A Z V D T G A C U U N I T Y E J M R Q  
 U X E L I E L I Z I D R R D X E T S G H  
 D R Y O R I O H V A D N E S C P Y C E H  
 P A N R E C N A C I Q E J S C I T I N M  
 P A R E B M E V O N N O M L W N E M C L  
 L E V A C U A T I O N G O S G G F O Y R  
 Y A D S N A R E T E V C S N G G A N S N  
 T R I P S K G L E S K D I T C X S O F C  
 Z G P W F F U H P S F K M H R G H G L N  
 R E S P O N S I B I L I T Y T A E R O T  
 P L V Z X T L H U A J D B R C L I E S G  
 N P N B U S A U W B S O I A F J A N K Q  
 E L M L I F T I N G S E Z O Q E W E S O  
 Y Q L B F Z M F E X M B F K H V W X H P

CANCER  
 CLOCKS  
 DISASTER  
 EMERGENCY  
 ERGONOMICS  
 EVACUATION  
 FALLS  
 HEALTH  
 HOLIDAY

HOUSEKEEPING  
 LIFTING  
 MEDICATIONS  
 NOVEMBER  
 OCCUPATIONAL  
 OSHA  
 PERSONAL  
 PREVENTION  
 PROCEDURES

RESPONSIBILITY  
 SAFETY  
 SLIPS  
 SMOKEOUT  
 STRAINS  
 THANKSGIVING  
 TRIPS  
 VETERANS DAY  
 WALKING

The Safety Advisor puzzle is generated from the  
<http://school.discoveryeducation.com/>  
 Omissions or errors are possible and are the sole responsibility of the program  
 and not the producers of this Newsletter.



# SAFETY SLOGANS

*“I like to listen. I have learned a great deal from listening carefully. Most people never listen.”*

— Ernest Hemingway

*“Knowledge speaks but wisdom listens”*

— Jimi Hendrix



Hotline

***Safety Hot Line***  
**(850) 414-5255**

You can report hazards by telephone.  
You can remain anonymous.  
Everything is confidential.

Hotline

Hotline

Hotline

This monthly newsletter is produced in the State Safety Office by Mark Eacker. For content information, please call or email the editor, Mark Eacker, at:

850-414-4176 / [mark.eacker@dot.state.fl.us](mailto:mark.eacker@dot.state.fl.us)

Our internet address is: [www.dot.state.fl.us/safety](http://www.dot.state.fl.us/safety)



**Safety Advisor Customer Satisfaction Survey**

We are interested in your opinion. In order to better serve your needs,  
please take a moment to fill out this brief questionnaire. Send to:

Fax: 850 414 4221

Via US Postal Service (or inter-office mail) to the address shown below:

Attention: Industrial Safety  
Florida Department of Transportation  
605 Suwannee Street, MS 53  
Tallahassee, FL 32399

**Safety Slogan of the Month Entry Form**

Survey Questions	Yes	No
Are the Safety Advisor topics relevant to your day to day job?		
Do you use the Safety Advisor in any manner other than read it?		

What would you suggest to improve the suitability of the Safety Advisor to your needs or to improve the overall quality? (Please be specific)

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Do you have any questions regarding Industrial Safety programs and/or operations? Please feel free to include your questions or comments.

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Please Print  
Safety Slogan

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Name: \_\_\_\_\_ Location/Office: \_\_\_\_\_

District: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 ALL SAINTS DAY	2	3	4
5 DAYLIGHT SAVINGS TIME ENDS	6	7	8	9 PAY DAY	10 JASON L. DUNHAM BIRTHDAY 1981 STATE HOLIDAY	11
12	13	14	15	16 GREAT AMERICAN SMOKEOUT	17	18
19	20	21	22 PAY DAY	23  STATE HOLIDAY	24 STATE HOLIDAY	25
26	27	28	29	30	1	2

## THE MONTH OF NOVEMBER

November is Observed as	National Diabetes Month; Lung Cancer Awareness Month; National Adoption Month; and National Native American Heritage Month.
Birthstone	Topaz and Citrine.
Fruit & Veggies for the Month	Apples; Plantains; Collard Greens; Mustard Greens; Kale; Swiss Chard; and Broccoli.
November Flower	Chrysanthemum.
Astrological Signs	Scorpio (till 21st) & Sagittarius (beginning 22nd→).
Other Notable May Dates & Events	Nov. 25th: Small Business Saturday